6-2

## Work Order Maintenance:

## Merging Work Orders

**Objective** 

Merge Two Work Orders

HiCAMS Merging Work Orders

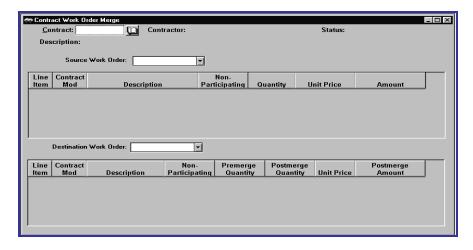
## **Merging Work Orders**

Occasionally, the DOT will determine that the funding source for two or more work orders on a contract should be merged, in order to simplify the record keeping for the Resident Engineer Office.

To merge two work orders, do the following:

- **Step 1:** Log onto HiCAMS, using the instructions in the section "HiCAMS Getting Started."
- Step 2: Select Work Order Maintenance from the Functions menu; then select Merge Work Order from the sub-menu that appears.

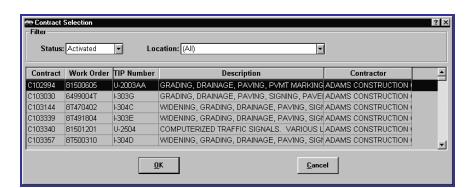
The Contract Work Order Merge window displays:



**Step 3:** Click the book icon to the right of the *Contract* field.



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## The **Contract Selection** window displays:

**Tip:** The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click the corresponding column title.

**Step 4:** To display only those contracts with a particular status, select appropriately from the list box in the Status field.

By default, the contracts displayed in the window are those associated with your office.

**Step 5:** To select a contract from another location, select it from the list box in the Location field.

**Tip:** You can also choose the option All, to display all available contracts that have been authorized or activated.

- **Step 6:** Locate the contract to select from the list in the window, using the scroll bar, if necessary.
- Step 7: Click **OK**.

The Contract Work Order Merge window displays.

**Step 8:** Click the down arrow button adjacent to *the Source Work Order* field and select the work order number to merge into another (destination) work order.



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The Line Items associated with the selected work order appear in rows under the *Source Work Order* field.

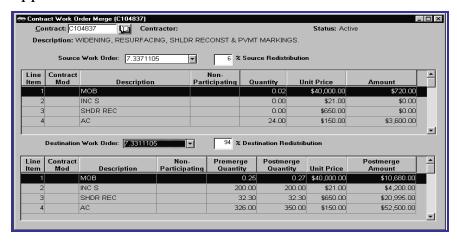
**Note:** These Line Items are for information purposes only. You cannot merge individual Line Items from the source work order with the Line Items in the destination work order.

When a work order is merged, **all** of the Line Items associated with both the source and the destination work order are merged.

**Step 9:** Click the down arrow button adjacent to *the Destination Work Order* field and select the work order number to merge the source work order.



The Line Items associated with the selected work order appear in rows under the *Destination Work Order* field:



The system places default percentage values in the % Source Redistribution and % Destination Redistribution fields.

These values indicate the actual percentage of the total work represented by the source and destination work orders. The system inserts default percentages based on the quantities and total amounts of the original contract line items in each of the two work orders.

**Note:** Original contract line items are contract line items that were **not** created via a contract modification.

**Step 10:** If there is a contractor need to change the redistribution percentages that the system inserted, click in the *% Source* 

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Redistribution field and the % Destination Redistribution field and type the appropriate numbers in these fields.

**Note:** When added together, these two numbers must total **100**. The corresponding % Source Redistribution or % Destination Redistribution default in such a way that these numbers total **100**, depending on which field you populate in this step.

**Step 11:** Click the **Save** button on the toolbar.



The two work orders are merged in the HiCAMS system.